

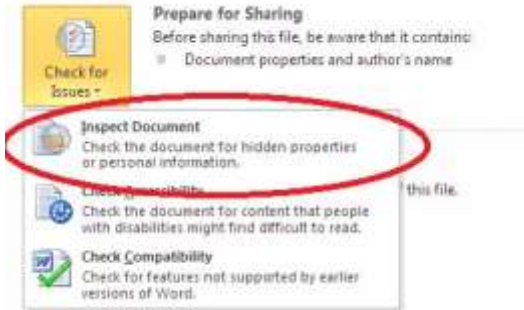
## How do I upload my exam answer to MyLaw?

### Step 1. Make sure that your exam answer is anonymous before you upload it.

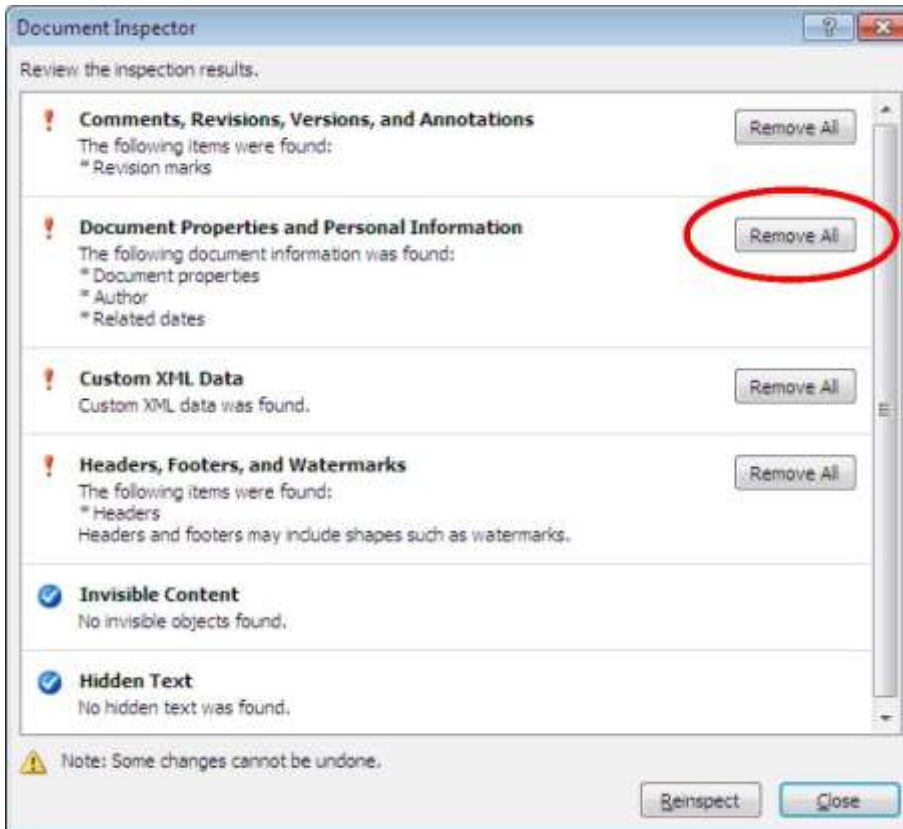
If you've already done that, skip to Step 2, below. Otherwise, read the following.

#### PC Users – Word 2010 and 2013

- Click the “File” tab, then “Info,” then “Check for Issues,” then “Inspect Document;”



- When the Document Inspector dialog box opens, click the “Inspect” button at bottom right.
- Word examines the document, and then displays the results in a list. The second item in the list is “Document Properties and Personal Information.” To the right of “Document Properties and Personal Information” is a button labeled “Remove All.” Click that button. Next click “Close” then save your document.



## PC Users – Word 2007

- Click the Word 2007 Microsoft Office button.
- Place the mouse cursor over "**Prepare**" to reveal the "**Prepare the Document for Distribution**" menu. Click "**Inspect Document.**"
- Click "**Inspect.**" The Document Inspector will scan your file for personal information.
- Click "**Remove All**" if Document Inspector finds personal information in your file. Now click "**Close**" then save your document.

## Mac Users – Word 2011 and 2016

- With the document open, select "**Word**" in the Word menu at the top of the screen and click "**Preferences**" in the drop down menu



- From the "Word Preferences" dialog box, select "**User Information**" under the "Personal Settings" heading;



- Delete all the personal information that is displayed, click "**OK**", then save your document.

## Mac Users – Pages

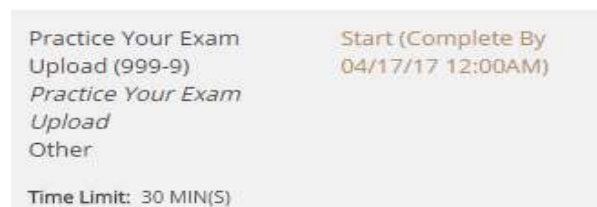
- Mac users are encouraged to use Microsoft Office (it is available for free for current students), however, Pages will work as well. Documents created in Pages **MUST** be converted to PDF before uploading to MyLaw.

## Google Docs Users

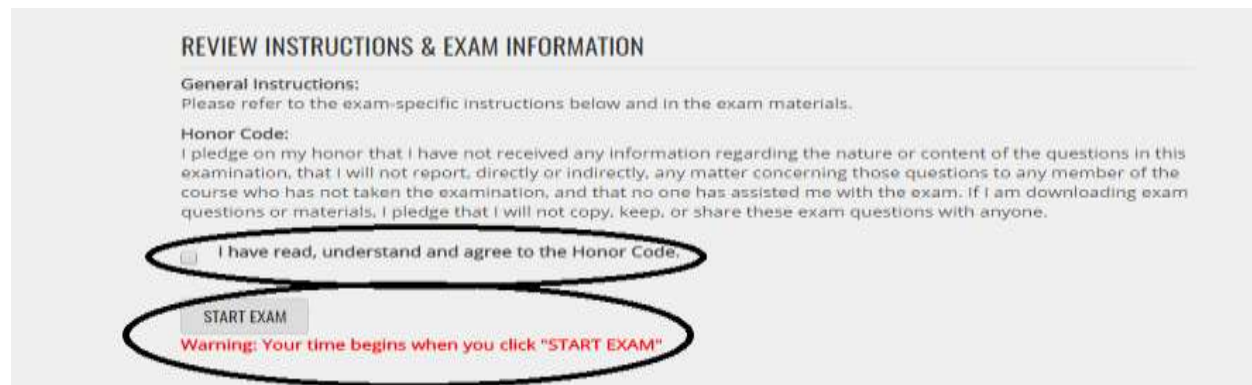
- Mac and PC users are encouraged to use Microsoft Office (it is available for free for current students), however, Google Docs can be used. Documents created in Google Docs **MUST** be converted to PDF before uploading to MyLaw

## Step 2. Log into MyLaw

- On your homepage, locate the listing of your exams for the semester titled “Upcoming Exams;”
- Look for the exam you’re uploading; if you’re just practicing an upload, look for “Practice Your Exam Upload (999-9);” to the right, under the “Status” column, click on the text labeled “**Start (Complete by x/xx/20xx).**”



- On the page that appears, you’ll see the heading “**Review Instructions & Exam Information.**” Read whatever is there.
- Read the Honor Code text and check the box to indicate that you “have read, understand and agree to the Honor Code”. NOTE: above this heading of the exam home page, you will see “**Exam information**” which includes exam ID, the exam information including exam type, book type, room number, grading type, start and end date and time, and the time limit.

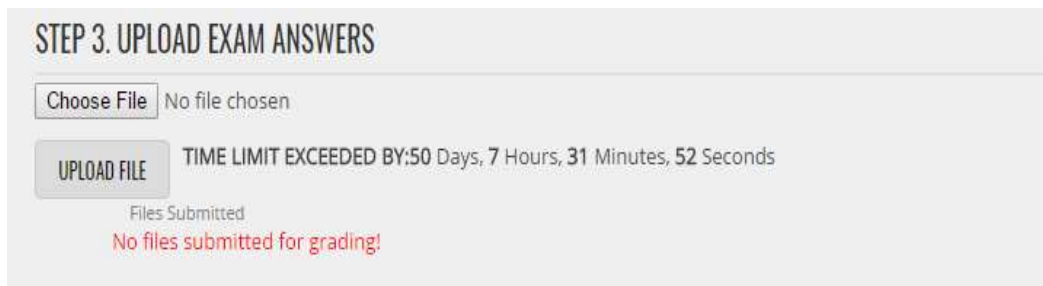


- Click the “**START EXAM**” button (This will start a timer that tracks the amount of time between start and submitting the exam for exams that MyLaw will be timing. Your Professor might manually time the exam and not use this MyLaw feature.).

### Step 3. Upload Exam Answers.

(Most faculty will only expect you to upload a single exam answer file, but MyLaw permits more than one file to be uploaded. In the following instructions, we'll use "files" in the plural, but again, for most students, there will only be a single exam file to upload.)

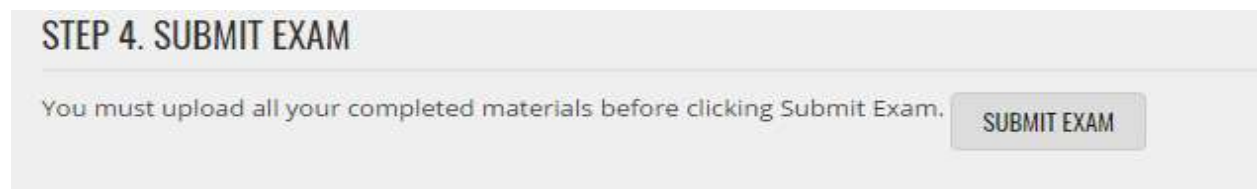
- MyLaw uses a slightly confusing terminology at this point. The same page shows instructions for both **"Step 3. Upload Exam Answers"** and then later, **"Step 4. Submit Exam."** Read on.....
- On the exam page, navigate to **"Step 3. Upload Exam Answers"** and click **"Choose File."**



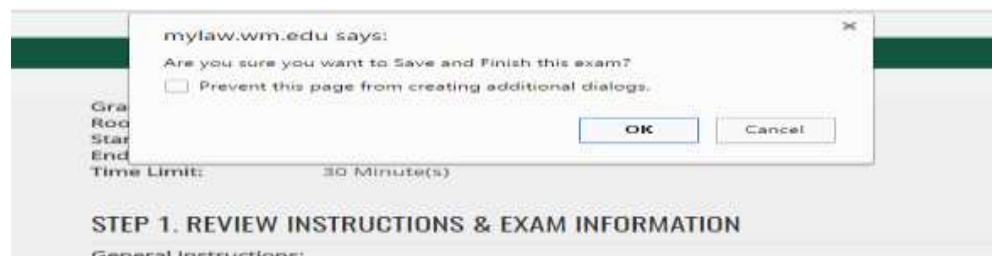
- Browse the files on your computer to find your exam answers. Click **"Open."** Note: please be sure you completed the instructions in step one to make your document completely anonymous.
- Select **"Upload File."**
- NOTE: There is a timer under step 3, letting you know how much time you have left for exams that MyLaw is timing.
- Verify that the file appears, listed by name (your Exam ID is automatically prefixes the original file name.

### Step 4. Submit Exam.

- Once you are satisfied that you've uploaded your exam answer, click **"Submit Exam."**



- Next click **"Yes"** to submit and finalize your exam.



- Your exam answers do not go directly to your professor. Instead they go to the Registrar, who will then distribute them to the appropriate professor for grading.